



JOB ADVERTISEMENT AND DESCRIPTION

Finance Administrator

Be part of history in the making in the South of Scotland

- *Do you want to be part of an organisation that's making a real difference?*
- *Do you want to be part of the movement in sustainability?*
- *Do you want to play a key role in support a history-making charitable organisation?*

Then read on to find out more about our Financial Administration role at the Langholm Initiative...

The Langholm Initiative is a Scottish Charitable Incorporated Organisation based in Langholm in the South of Scotland. The LI has operated for over 25 years and is one of the south Scotland's earliest development trusts. It is managed by a Board of Directors who oversee the delivery of several community projects – see more here: <https://www.langholminitiative.org.uk/>

Over the next few years, our charitable organisation will pursue several projects, including community regeneration through a nature-based approach, after having completed the largest ever community land buyout in the South of Scotland.

The 10,500 acres of land in Dumfries and Galloway which is managed by the Langholm Initiative is home to an emerging nature reserve, various properties, a working farm, commercial forestry and a native woodland – see more here: <https://www.tarrasvalleynaturereserve.org/>

Job Introduction:

This is an exciting role with the Langholm Initiative. Ideally you will have an accounting qualification and be able to work as part of a dynamic and diverse team. You will be supported by the Office Manager and report to the Board of the Langholm Initiative.

We are looking to engage a Financial Administrator to facilitate the effective running of the organisation's financial wellbeing. Manage the day-to-day finances of the organisation, to ensure the timely delivery of group accounts, in line with current governance and legislation.

Please refer to the attached job description and application process for full details.



JOB DESCRIPTION: Financial Administrator

2.5 days a week (17.5 hours a week) negotiable

Salary: £28,000 per annum pro rata.

Pension: 5% employer's contribution.

Holidays: 31 days pro-rata annual leave inclusive of public holidays.

Responsible to: The Langholm Initiative Board of Trustees.

Contract: This is a permanent contract.

Base: The Langholm Initiative office, Buccleuch Mill, Glenesk Rd, Langholm (hybrid working will be considered).

Responsibilities and Duties:

Reporting to the Board, the successful applicant will be expected to engage positively and work closely with the Treasurer, office manager and project managers in support of the Board of Trustees. You will work in tandem with the Office Manager to ensure the smooth running of the financial activities of The Langholm Initiative Board.

As Financial Administrator is responsible for tasks such as:

- Day to day management of the finance systems and processes, which support the finance policies and projects under the management of the Langholm Initiative.
- Ensuring that sufficient records are maintained to present and explain the Company's transactions and accurately disclose the financial position of the Company.
- Sales Ledger Invoicing / bank reconciliations - ensuring timely billing and invoicing and accurate completion of daily bank reconciliations.
- Supporting the preparation of the budgeting process for the annual business plan and liaise / support Project Managers with their budget forecasts.
- To work proactively with the Treasurer / Trustees to review existing systems and develop effective financial procedures.
- Present financial reports at trustee meetings, which provides the Board of Trustees an understanding of the Company's finances with advice to support financial decision making.
- Liaising with the independent examiner/auditor to produce the statutory accounts and management oversight of employee payroll.
- To oversee income from a variety of funding streams including grants, donors and gift aid.
- Preparation and submission of quarterly VAT returns (use of external consultant support is currently available for this activity).
- Development and operation of management accounts.
- You should be adaptable and flexible and as for any small organisation be willing to carry out any other tasks as required and are within your competence.



If there are gaps in your competence the Company will consider provision of training and or support to develop skills for the right candidate.

Are you the Right Person for the Job?

This role requires an experienced, well organised, and dedicated individual that can provide evidence of successful delivery of similar work. The right candidate is likely to have a background in financial management within either a third sector or private organisation and will enjoy managing their own workload to achieve agreed objectives.

People skills will be vital to the delivery of the work and the person should enjoy building relationships with people of all ages.

We would expect applicants to be able to demonstrate **all or some** of the following:

Qualifications/Experience/Competence	Essential/desirable
Good working knowledge of Xero or similar accounting system	Essential
Excellent interpersonal, organisational and communication skills	Essential
Sales Ledger Invoicing, bank reconciliations, billing and invoicing	Essential
Strong excel, word and PowerPoint skills (MS office 365)	Essential
Experience of budget development, monitoring and forecasting; the analysis of financial information	Essential
Part qualified accountant with strong accounting skills ACA, CIMA or ACCA	Desirable
Experience of working with a community development trust, social enterprise or small business	Desirable
Knowledge of Gift Aid application process to HMRC	Desirable
Knowledge of VAT and partial exemption rules	Desirable
Knowledge of commercial forest, farming and land management	Desirable
desirable	

Interested in applying?

The target recruitment date is by end of November 2023 but there is flexibility on the start date for the ideal candidate.

Applications must be received no later than Friday 3rd November 2023.

Applications, with a CV and cover letter, should be addressed as **CONFIDENTIAL** and e-mailed with pdf attachment(s) for attention of Joyce Ireland, Office Manager, The Langholm Initiative using e-mail address: recruitment@langholminitiative.org.uk

Your application cover letter should outline why you are interested in the job and what skills you can bring to the post along with a summary of relevant qualifications.

The assessment of applications and interviews will be at the sole discretion of the selection panel as appointed by The Langholm Initiative.

If you have any questions about this role please contact Joyce Ireland, recruitment@langholminitiative.org.uk or telephone 013873 80914